



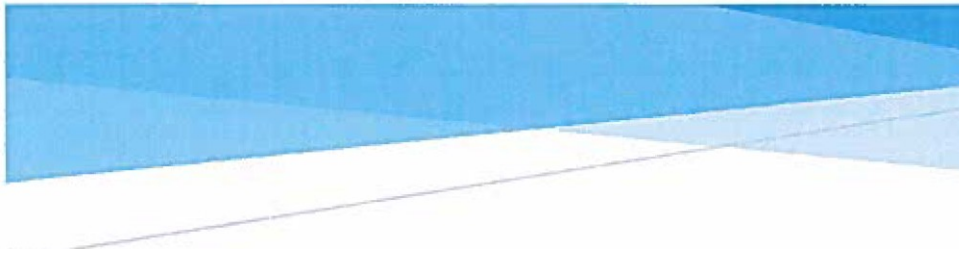
# HOW TO OBTAIN LOCAL GOVERNMENT PERMITS

FOR A CHILD CARE CENTER LICENSE OR A  
FAMILY CHILD CARE REGISTRATION IN  
REGION 4

## [Abstract](#)

This document provides instruction and/or contact information to aid child care applicants in obtaining required local government permits in Prince George's County.

Prince George's County Office of Child Care  
807 Brightseat Road  
Landover, 1\IID 20785  
(301)333-6940



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## STEPS IN OBTAINING INITIAL CHILD CARE CERTIFICATE OF REGISTRATION, LICENSE OR A LETTER OF COMPLIANCE.

1. Complete the online Child Care Orientation
2. File and Obtain your Use and Occupancy Permit Job card (refer to the Resource List it will be listed under permits and attachments).
3. Request and Pay for a Fire Inspection (refer to the Resource List and attachments)
4. Complete and Submit the OCC form 1268 - Environmental Health Survey if you have private wells and Sewage Disposal Systems (refer to the Resource list. Ensure that the Health Dept. return the form to OCC).
5. INITIATE THE PROCESS WITH THE OCC
  - A. If the Applicant resides in an Apartment Complex or RENTAL property a Notarized letter from the Residential Management office or Landlord must accompany the Application granting permission to operate a child care business at the residence
  - B. Obtain Use and Occupancy (U&O)  
(Go To Permits Office and apply for U &O with a front page copy of your Application)
  - C. Submit a copy of your Approved Use and Occupancy Permit to the OCC.  
(NO FACILITY TRADE NAMES WILL BE ACCEPTED FOR FAMILY AND LARGE FAMILY APPLICANTS).
  - D. The Fire Department will submit to OCC an approved Fire Inspection Report (once completed)
  - E. OCC must receive an approved Environmental Health Survey (Form 1268) before approval a License/Registration/LOC will be approved.
6. Obtain Criminal Background Check (CBC). If the facility is a Large Family and or Center applicant you must obtain a Criminal Background Check approval number from CJIS to be used along with the Region 4, Prince George's County Authorization Number #1100000042. Family Child Care applicants must always use the Prince George's County Authorization Number.
7. For General Questions, a Licensing Specialist is on duty at 301-333-6940, Monday-Friday from 8:30 am- 5:00pm.

## Resource List

Regional Office Prince George's County DaNita Moore- Regional Manager	Region IV 807 Brightseat Road Landover, Maryland 20785 301-333-6940 Main 301-499-6999 Fax
Maryland National Capitol Park and Planning Commission (MNCPPC) County Administration Building Ms. Armstrong. <b>There is a fee.</b>	14741 Governor Oden Bowie Drive Upper Marlboro, Maryland 20772 301-952-3195 or 301-952-3208 Special Exception Application CAB 301-952-3209
Department of Permits, Inspections and Enforcement – Office for Use and Occupancy (Apply online) <b>There is a fee.</b>	9400 Peppercorn Place Upper Marlboro, Maryland 20774 301-883-5776 or 301-883-5784 <a href="http://www.princegeorgescountymd.gov/sites/dpie/Services/Inspections/Occupancy">http://www.princegeorgescountymd.gov/sites/dpie/Services/Inspections/Occupancy</a>
Bureau of Fire Prevention and Investigation Fire Services Building. <b>There is a fee.</b>	6820 Webster Street Landover Hills, Maryland 20784 301-583-1956
City of Laurel Maryland Department of Development Management Planning Commission (Zip Codes 20707 & 20708). <b>There is a fee.</b>	8103 Sandy Spring Road Laurel, Maryland 20707 301-725-5300 ext. 238
CJIS- Central Justice Information System Criminal Background Checks <b>There is a fee.</b>	P.O. Box 32708 Pikesville, Maryland 21201 410-764-4501
The Child and Adult Food Care Program-CACFP The Prince George's County Public Schools	200 W. Baltimore Street Baltimore, Maryland 21201 410-767-0199 or 13300 Old Marlboro Pike, Room 6 Upper Marlboro, MD 20772 301-780-5810 <a href="http://www1.pgcps.org/foodandnutrition/index.aspx?id=174414">www1.pgcps.org/foodandnutrition/index.aspx?id=174414</a>
Prince George's County Health Department Environmental Engineering/Policy Program Wells and Sewage Disposal Systems	largo Government Center 9201 Basil Court, Suite 318 largo, MD 20774 Office Hours: 7:30 am. to 4:00 p.m. Monday through Friday, except County Holidays Phone: 301-883-7681

<p>Prince George's County Municipalities Contact your local Town Office to inquire about any specific requirements, laws, fees, licenses, etc... that are required to operate a family child care home.</p> <p>There may be a fee:</p>	<table border="0"> <tr> <td>Berwyn Heights- (301) 474-5000</td><td>Greenbelt- (301) 474-8000</td></tr> <tr> <td>Bladensburg- (301) 972-7048</td><td>Hyattsville- (301) 985-5000</td></tr> <tr> <td>Bowie- (301) 262-6200</td><td>Landover Hills- (301) 773-6401</td></tr> <tr> <td>Brentwood- (301) 927-3344</td><td>Laurel - (301) 725-5300</td></tr> <tr> <td>Capitol Heights- (301) 336-0626</td><td>Morningside- (301) 735-2300</td></tr> <tr> <td>Cheverly- (301) 773-8360</td><td>Mount Rainier- (301) 985-6585</td></tr> <tr> <td>College Park- (301) 487-3501</td><td>New Carrollton- (301) 459-6100</td></tr> <tr> <td>Colmar Manor- (301) 277-4920</td><td>North Brentwood- (301) 699-9699</td></tr> <tr> <td>Cottage City- (301) 779-2161</td><td>Riverdale Park- (301) 927-6381</td></tr> <tr> <td>District Heights- (301) 336-1402</td><td>Seat Pleasant- (301) 336-2600</td></tr> <tr> <td>Eagle Harbor- (301) 888-2410</td><td>University Park- (301) 927-4262</td></tr> <tr> <td>Edmonston - (301) 699-8806</td><td>Upper Marlboro - (301) 627-6905</td></tr> <tr> <td>Forest Heights- (301) 839-1030</td><td></td></tr> <tr> <td>Glenarden - (301) 773-2100</td><td></td></tr> </table> <p><a href="http://msa.maryland.gov/msa/mdmanual/36loc/pg/html/pgmu.html">http://msa.maryland.gov/msa/mdmanual/36loc/pg/html/pgmu.html</a></p>	Berwyn Heights- (301) 474-5000	Greenbelt- (301) 474-8000	Bladensburg- (301) 972-7048	Hyattsville- (301) 985-5000	Bowie- (301) 262-6200	Landover Hills- (301) 773-6401	Brentwood- (301) 927-3344	Laurel - (301) 725-5300	Capitol Heights- (301) 336-0626	Morningside- (301) 735-2300	Cheverly- (301) 773-8360	Mount Rainier- (301) 985-6585	College Park- (301) 487-3501	New Carrollton- (301) 459-6100	Colmar Manor- (301) 277-4920	North Brentwood- (301) 699-9699	Cottage City- (301) 779-2161	Riverdale Park- (301) 927-6381	District Heights- (301) 336-1402	Seat Pleasant- (301) 336-2600	Eagle Harbor- (301) 888-2410	University Park- (301) 927-4262	Edmonston - (301) 699-8806	Upper Marlboro - (301) 627-6905	Forest Heights- (301) 839-1030		Glenarden - (301) 773-2100	
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## **GUIDELINES FOR OBTAINING A USE & OCCUPANCY CERTIFICATE**

For Assisted living, Congregate living and Adult Care Facilities

The Prince George's County Building Code Sub-Title 4 Section 4-118 require a use & occupancy certificate to operate the following types of care facilities:

- Assisted Living
- Boarding Houses
- Adult Care Facilities
- Congregate Living
- Lodging Houses
- Day care facilities

All facilities are required to comply with the following applicable county model code and ordinance before the Use & Occupancy Certificate is issued:

- 2015 International Building Code
- 2015 International Residential Code
- 2015 National Fire Protection Code
- 2015 Prince George's County Sub-Titles

Please refer to the attached documents for code reference based on the type of facility.

Be advised that an AUTOMATIC SPINKLER system is required for the protection of occupants in Residential and Institutional use categories mentioned above, even including existing buildings.

### **CODE REFERENCE:**

2015 International Building Code Section 310.5.1 Care Facilities within a DWELLING: Care facilities for five or fewer persons receiving care that are within a single-family dwelling are permitted to comply with the International Residential Code provided an AUTOMATIC SPRINKLER SYSTEM is installed in accordance with section 903.3.13.

No ADA (accessibility) requirements are applicable, if no work is performed and the occupant load is FIVE (5) or fewer persons. Anything (occupant load) above FIVE (5) persons, building must comply with ADA requirements.

2015 International Building Code Section 310.6 Residential Group R-4: Residential Group R-4 occupancies shall include building, structures or portions thereof for more than FIVE (5) but not more than SIXTEEN (16) persons, excluding staff, who reside on a 24-hour basis in a supervised residential environment and receive custodial care. Group R-4 occupancies shall meet the requirements for construction as defined for Group R-3 and with the National Fire Protection Code 101, including AUTOMATIC SPRINKLER SYSTEM. R-4 Group includes the following:

Alcohol & drug centers, Assisted living facilities, Congregate care facilities, Group homes, Halfway houses, Residential board and care facilities and Social rehabilitation facilities.

Group R-4 shall comply with ADA requirements (accessible ramp, bathroom, corridors etc.)

## PROCEDURE TO OBTAIN A USE & OCCUPANCY CERTIFICATE

- The applicant shall submit a Use & Occupancy application at the permit center located on the 1st floor.
- The intake staff in the permit center processes the application and provides a case number, and identifies the reviews required in EPermits including Fire review section, if the building is NOT sprinkled.
- Applicant obtains approval including Park & Planning.
- The applicant shall submit a building permit application with plans for review by the Building Plan Review Division, if any work is proposed to be done on the premises.
- The applicant shall submit SPRINKLER SYSTEM shop drawings through a SPRINKLER CONTRACTOR after obtaining approval from a DPIE certified Third party reviewer (list attached), for approval by the Fire/Life Safety Unit within the Building Plan Review Division. A permit will be issued for the installation of the approved sprinkler system.
- The applicant shall install the SPRINKLER SYSTEM in the premises and complete construction work (if a building permit is obtained) .
- The applicant shall call for inspection of both construction work and the SPRINKLER SYSTEM .
- The Inspection Division will issue the Use & Occupancy once the work is completed and all the inspections are approved.
- FYI-U&O checklist shall be attached to ALL U&O applications.
- <http://www.princegeorgescountymd.gov/sites/DPIE/Resources/Forms/Inspection%20Forms/DPIEUandOChecklistAndletter38.16pdf>

File:BRD- March 31, 2016

## CERTIFICATE OF USE & OCCUPANCY CHECKLIST

Page 1 of 3

### U&O INSPECTION CHECK LIST

Name of Business \_\_\_\_\_ Date \_\_\_\_\_ U&O # \_\_\_\_\_

Type of Business \_\_\_\_\_

Address \_\_\_\_\_

Owner/Manager/Applicant \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_

### A U&O CERTIFICATE CANNOT BE ISSUED UNTIL THE FOLLOWING ITEMS ARE CORRECTED AND COMPLETED

NFPA 101	9.6.1.3	Fire Alarm System; Testing/Maintenance (NICET III or better).	_____
NFPA 101	9.6.2.10.1	Smoke Detector.	_____
NFPA 101	9.11.1	Sprinkler System; Testing/Maintenance (NICET III or better).	_____
NFPA 1	11.7.5	Emergency Generator; Testing/Maintenance.	_____
NFPA 101	9.9	Portable Fire Extinguishers; serviced, tagged, and mounted. Size/Classification #2A-10-BC.	_____
NFPA 101	7.10.1.2	Exit Sign(s) Requirement/function in Normal/Emergency Mode.	_____
&			
NFPA 101	7.10.5.1		
NFPA 101	7.10.5.2.1	Exit Sign(s) with Continuous Illumination.	_____
NFPA 101	7.10.2	Directional Exit Sign(s) Required.	_____
NFPA 101	7.9.1.1	Emergency Lights required/Battery backup required.	_____
&			
NFPA 101	7.9.2.2		
NFPA 101	7.1.10.1	Obstruction to Egress/Mean of Escape.	_____
Sub Title	11-274	Address Display Required.	_____
Zoning	27-253(c)	Site Compliance.	_____
NEC	406	Missing outlet covers.	_____
Zoning	27-596	Permits required for all Sign(s).	_____
Sub Title	11-109	Access to utilities (blocking).	_____

# **CERTIFICATE OF USE & OCCUPANCY CHECK LIST**

Page 2 of 3

NFPA	101	8.3.3.7		
	&		Wire Glass and Fire Door Required.	_____
NFPA	101	8.3.3.1		
NFPA	101	7.2.1.8.1	Self Closing Device/Fire Door Required.	_____
NFPA	101	7.2.1.5.1 &		
NFPA	101	7.2.1.5.2	Locks/Latches.	_____
NFPA	101	7.2.1.5.5.1	"This door remains unlocked" Sign.	_____
NFPA	101	7.2.1.7.1 (.2)	Panic Hardware installation.	_____
NFPA	101	6.1.14.4.1	Separation between occupancies required.	_____
IBC		Table 509	Boiler & furnace rooms-1 hour Fire rated wall or sprinkler head.	_____
NFPA	1	3.3.174	Special Hazard (MSDS Listing required).	_____
NFPA	1	63.3.1.9.5	Securing Compressed Gas Cylinders.	_____
Zoning		27-593	Sign not permitted.	_____
NFPA	1	11.1.5, & 11.1.5.6	Extension cords/power strips are for temporary use only.	_____
Sub Title		11-161	Abatement of dangerous conditions.	_____
P.G. Subtitle 9			Electric Permit required for all electrical work. IBC	_____
IBC		Sec. 105.1	Plumbing Permit required for plumbing work. IBC	_____
IBC		Sec. 105.1	Mechanical Permit required for mechanical work. IBC	_____
IBC		Sec. 105.1	Obtain a permit for interior construction. IBC	_____
Zoning		27-253(c)	Remove items not associated with the nature of the business.	_____
Zoning		27-253(a) (1)	Each individual occupant must obtain a separate Use and Occupancy Certificate.	_____
PM		13-233	Property Maintenance - Apartment Rental License	_____
NFPA 101		9.2.3	Kitchen suppression system. Health Department inspection	_____
CSD/HD		CSD/HD	Health Department inspection required for ALL food preparation, Sales and storage facilities.	_____
Subtitle 11		MOU 5.2.3	Fire Department inspection required for child/day care, assisted/congregate facilities, schools, institutions,	_____
		& 11-159	liquor establishments, and all assembly occupancies.	_____

## CERTIFICATE OF USE & OCCUPANCY CHECK LIST

Page 3 of 3

**NFPA 329 & 30**

**Subtitle 11 – 259**

Underground storage tanks testing and maintenance

\_\_\_\_\_

**Subtitle 4-203**

**IPMC section 606.1**

Elevators and Conveying Systems

Testing & Maintenance Report

\_\_\_\_\_

### **COMPLIANCE/REINSPECTION IS REQUIRED WITHIN 30 DAYS.**

1<sup>st</sup> Inspection: \_\_\_\_\_

Date: \_\_\_\_\_

2<sup>nd</sup> Inspection: \_\_\_\_\_

Date: \_\_\_\_\_

3<sup>rd</sup> Inspection: \_\_\_\_\_

Date: \_\_\_\_\_

An inspection of the subject property has disclosed the code violations noted. Therefore, a building construction permit with use (CU) permit will be required. When applying for a CU permit, it is required that interior and/or exterior construction plans/drawings be submitted at the time of application for a complete plans review.

This Use and Occupancy Application case number \_\_\_\_\_ will be voided immediately.

### **Correction Order Issued & Attached**

\_\_\_\_\_  
Issued By

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date

**THE CONTENT IN THIS DOCUMENT IS NOT INCLUSIVE OF ALL CODE REQUIREMENTS AND INSPECTION CRITERIA.**  
NICET III CERTIFICATION IS REQUIRED FOR ALL SPRINKLER & FIRE ALARM SYSTEMS.

Office of the Fire Marshal  
6820 Webster Street, Suite 124  
Landover Hills, MD 20784  
301-583-1830

**Type of Inspection Requested: (Circle One)**

**Inspection Fee**

*Foster Care	\$75.00	
*Adoption	\$75.00	
*Family/Small Group Day Care	\$75.00	Initial Inspection
*Family/Small Group Day Care	\$50.00	Renewal Inspection
*Nursery/Day Care Center (Adult Incl.)	\$100.00	Initial/Renewal Inspection (13 or more children)
*Assisted Living (5 beds or less)	\$75.00	Number of Beds _____
*Assisted Living (6 beds or more)	\$120.00+\$2.50 per bed	Number of Beds _____
*Group Homes/Board and Care	\$120.00+\$2.50 per bed	Number of Beds _____
*Assembly: 50-300 Individuals	\$120.00	
301-1,000 Individuals	\$240.00	
1,000 or more Individuals	\$360.00	
*Educational: (Private Schools Only)		
Elementary, Kindergarten and Pre-K	\$120.00	
Middle or Junior High School	\$180.00	
High School	\$180.00	
*Mercantile (less than 3,000 Sq. Ft.)	\$100.00	
*Mercantile (3,000 to 30,000 Sq. Ft.)	\$150.00	
*Mercantile (over 30,000 Sq. Ft.)	\$300.00	
*Business: (per 3,000 Sq. Ft. or portion thereof)	\$120.00	
*Industrial or Storage		
Low or Ordinary Hazard (per 5,000 Sq. Ft. or portion thereof)	\$120.00	
High Hazard (per 5,000 Sq. Ft. or portion thereof)	\$200.00	
*Re-Inspection Fee (Only if a third visit is required)	\$150.00	
*For other types of inspections call for the appropriate fee:	_____	

**PROPERTY TO BE INSPECTED**

**SPECIAL EVENT** (If applicable – please call for pricing)

Owner: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Manager: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Contact Number: \_\_\_\_\_ Zip: \_\_\_\_\_

Event Name: \_\_\_\_\_  
Event Date & Time: \_\_\_\_\_  
Set Up Completion Date & Time: \_\_\_\_\_

**Note**

All fees must be paid in the form of a certified check or money order payable to Prince George's County Maryland. Please allow 1-2 weeks, after receiving and processing your payment, for an Inspector to contact you in regards to scheduling the inspection.

**WE LOOK FORWARD TO WORKING WITH YOU**

Revised 10/23/2015

**MARYLAND STATE DEPARTMENT OF EDUCATION**  
**Office of Child Care**  
**REQUEST FOR FIRE INSPECTION**

Region: IV County: Prince George's Co. Date: \_\_\_\_\_ Phone Number: 301.333.6940

Requested by: \_\_\_\_\_ Title: Licensing Specialist

Address: OFFICE OF CHILD CARE, 807 Brightseat Road, Landover MARYLAND 20784  
Street City State Zip Code

Address of Home/Facility: _____		<b>TYPE OF PROGRAM</b>	
		Family Child Care Home	
		Child Care Center/Letter of Compliance	
Home Phone: _____ Work Phone: _____		Nursery School/Kindergarten	
Contact Person: _____		Program serves children ages: _____	
Comments: _____		Hours of Operation: _____	
<b>TYPE OF INSPECTION</b>			
<input checked="" type="checkbox"/>	Initial Inspection	<input type="checkbox"/>	License Renewal (expiration date) _____
<input type="checkbox"/>	Follow-up on violation	<input type="checkbox"/>	Complaint: _____
<input type="checkbox"/>	Overnight Care	<input checked="" type="checkbox"/>	Other: <u>Use and Occupancy Permit</u>

Capacity: \_\_\_\_\_ (Number of own children 0-5 years of age: \_\_\_\_\_)

☐ Check here if this is a new program with capacity not yet assigned pending other inspections.

FROM: Prince George's County Fire Department \_\_\_\_\_  
Fire Authority Inspector Title

ADDRESS: 6820 Webster Street Landover Hills MD 20784  
Street City State Zip Code

Our inspection shows this facility ☐ is ☐ is not in compliance with applicable State and local fire codes for the type of program and ages of children marked above. This inspection further shows that the evacuation plan has been evaluated and ☐ is ☐ is not approved by this department.

Restrictions (if any): \_\_\_\_\_

<b>Approved sleep areas:</b>		<b>Specify off-limit areas for Child Care:</b>	
	Approved	Comments: _____	
	Disapproved		
	Approved with Plan to Correct		
	Emergency Suspension because of Imminent risk to children		
		Signature of Fire Inspector: _____ Date: _____	

(Please attach plan of correction and any correspondence when returning this form )  
Return to the Office of Child Care at address above.

# PRINCE GEORGE'S COUNTY, MD. FIRE / EMS DEPARTMENT



## **Checksheet** Fire and Life Safety Code Compliance for Family Day Care Operators

NEED ADDITIONAL INFORMATION? CONTACT PGFD COMMUNITY OUTREACH AT 301-883-5250  
RUSHERN L. BAKER, III, COUNTY EXECUTIVE • MARC S. BASHOOR, FIRE CHIEF • WWW.CO.PG.MD.US



### **Fire and Life Safety Code Compliance for Family Day Care Operators**

#### **Definition of Family Day Care is the Following: NO MORE THAN 8 CHILDREN OR LESS**

1. The house address must be seen clearly and visibly from the street.
2. The interior wall finish around exits shall be of Class A or B, not C (paneling, carpeting, etc.).
3. A smoke alarm with hardwired, battery back-up that is interconnected shall be provided for all rooms and spaces used in the Day Care for sleeping and in the corridor/hallway on each level of the home. Smoke alarms shall be tested monthly and 10 year lithium bat.
4. A working hardwired phone shall be available with a 911 sticker on it.
5. All Day Care rooms used for sleeping and/or teaching should have at least (2) two exits. The second means of escape can be a window. Exit windows shall be at least 24" high X 20" wide and the height of the clear opening of the window shall be 44" or less from the floor.
6. If sliding doors are used they shall open easily and not be obstructed by draperies or other barriers (snow, plastic, etc.).
7. All doors in the means of egress shall be at least 28" or greater and the main exit door shall be 36" wide or greater.
8. A fire escape plan shall be visibly posted in each Day Care room.
9. At least one 2A 10BC dry chemical fire extinguisher or larger shall be provided and mounted on each level used for Day Care operations and shall be serviced annually.
10. All electrical wiring shall be properly installed as per code and maintained (no extension cords hanging on or the floor).
11. The proper clearance around HVAC equipment shall be a minimum of 3 ft.
12. Double-Keyed Locks are prohibited on the primary exit. These are permitted on the secondary exit, if a key is posted near the door.
13. Adequate ventilation shall be provided for all heating equipment, especially gas-fired equipment. No flammable and combustible liquids shall be stored in these areas. A Carbon Monoxide Alarm is advisable.
14. All fuel burning heaters and fuel shall be removed from the home, including gasoline and gasoline-powered equipment.
15. A Fire Drill shall be conducted and logged at least once a month, reflect the amount of time that it takes to exit. It is recommended that you practice fire drills and use your second means of egress as well as your main exit. **USE YOUR SMOKE ALARMS FOR YOUR DRILL!** A Fire Safety Log that shows monthly checks, drills, testing shall be maintained, along with all Fire Department correction orders.
16. At least one operable flashlight shall be provided for use in the area.
17. Good general housekeeping shall be visibly maintained throughout the Day Care.
18. No BILCO Doors. They are not code compliant.

**For more information,  
you may contact the  
PGFD/EMS**

**Office of the Fire Marshal  
at 301-583-1830.**

# PRINCE GEORGE'S COUNTY, MD. FIRE / EMS DEPARTMENT



## Tipsheet

### FIRE AND LIFE SAFETY CODE COMPLIANCE FOR SMALL GROUP CENTERS (9 TO 12 CHILDREN)

NEED ADDITIONAL INFORMATION? CONTACT PGFD COMMUNITY OUTREACH AT 301-883-5250

RUSHERN L. BAKER, III, COUNTY EXECUTIVE • MARC S. BASHOOR, ACTING FIRE CHIEF • WWW.CO.PG.MD.US



1. The address must be clearly visible from the street.
  2. Exit lights shall be illuminated internally or externally.
  3. The interior wall finish around exits shall be of Class A or B, NOT C (paneling, carpeting, etc.)
  4. An interconnected smoke alarm shall be provided for all rooms and spaces used in the daycare for sleeping and in the corridor/hallway on each level. Smoke alarms shall be tested regularly and maintained.
  5. At least one 2A 10BC dry chemical fire extinguisher or larger shall be provided and mounted on each level of the daycare and serviced annually.
  6. A working hard-wired phone shall be available with a 911 sticker on it.
  7. All Day Care room used for sleeping and/or teaching should have at least (2) two exits. The second means of escape can be a window. Exit windows shall provide a clear opening of at least 24" high x 20" wide and the bottom of the clear opening of the window shall not be more than 44 inches above the floor.
  8. If sliding doors are used, they shall open easily and not be obstructed by draperies or other obstacles (weatherproofing, ice, snow etc.).
  9. All doors in the means of egress shall be at least 28" or greater and the main exit door shall be 36" wide or greater.
  10. The doorway between the level of exit discharge and any story below shall be equipped with a fire door assembly having a 20-minute fire protection rating. Where the story above the level of exit discharge is used for sleeping purposes, there shall be a fire door assembly having a 20-minute fire protection rating at the top or bottom of each stairway.
  10. Double-keyed locks are prohibited on the primary exit. These are permitted on the secondary exit, if a key is posted near the door.
  11. A fire evacuation plan shall be posted in each daycare room.
  12. Readily combustible materials shall be kept a minimum three feet clear of HVAC and water heating equipment. No materials classified extremely flammable or flammable shall be stored in the area/room of HVAC or water heating equipment.
  13. Electrical wiring shall be properly installed as per code and maintained.
  14. All fuel burning equipment and heaters AND fuel shall be removed from the home, including gasoline and gasoline-powered equipment.
  15. A Fire Drill shall be conducted and logged at least once a month (Reflect the amount of time that it takes to exit). It is recommended that you practice fire drills and use your second means of egress as well as monthly checks, drills, testing and maintenance when performed, the practice of the operation of escape windows if applicable, along with all Fire Department correspondence.
  16. Good general housekeeping shall be visibly maintained throughout the daycare.
  17. At least one operable flashlight shall be provided for use in the area.
  18. No Bilco doors.
- For More Information, Contact the  
PGFD/EMS Office of the Fire Marshal  
at 301-583-1830

# PRINCE GEORGE'S COUNTY, MD. FIRE EMS DEPARTMENT



## TIPsheet

### FIRE AND LIFE SAFETY CODE COMPLIANCE FOR CHILD CARE CENTERS

NEED ADDITIONAL INFORMATION? CONTACT PGF  
RUSHERN BAKER, III, COUNTY EXECUTIVE • MARC S. B

COMMUNITY OUTREACH AT 301-883-5250  
COOR, ACTING FIRE CHIEF • WWW.CO.PG.MD.US



Listed below is a **GENERAL LIST**. There may be additional code requirements due to the type of building and/or design/layout of the center. The Fire Department **STRONGLY** recommends that the prospective owner obtain the services of a Registered Fire Protection Engineer to evaluate the establishment/property. This should be done before obtaining any permits or purchasing/securing any properties in order to save the owner a lengthy inspection process and needless financial expenditures.

1. The address for the center must be seen clearly and visibly from the street.
2. Exit lights shall be illuminated internally or externally.
3. Emergency back-up lighting shall be provided with battery wall-mounted units, or powered by a generator, or a combination of both exit and emergency lighting.
4. Fire extinguishers, rated a minimum 2A10BC shall be mounted on each level of the center and such that the travel distance to an extinguisher shall not be more than seventy-five feet. Fire extinguishers shall be serviced annually after the initial year of purchase.
5. Storage and utility areas shall be protected by an auto-sprinkler system or by a fire compartment rated not less than one hour.
6. There shall be no double-keyed locks on exit doors.
7. There shall be at least two separate and remote means of egress from each space/room used for day care.
8. Any exit door serving fifty or more persons shall swing in the direction of egress travel.
9. Any exit door serving a hundred or more persons shall be equipped with panic hardware.
10. All fire protection systems shall be tested and certified annually i.e. auto-sprinkler, fire alarm, standpipe systems, back-up generator (load test), and private fire hydrants. Ansul systems are to be certified every six months.
11. All required fire protection systems shall be monitored by an alarm company.
12. The interior wall finish shall be rated Class A (block, brick, stone) or Class B (drywall) throughout the center.
13. Smoke alarms are required on each level in front of the stairways, in the corridors of all floors, and in all lounges, recreation areas and sleeping rooms in the center. All required smoke alarms shall initiate the fire alarm system.
14. All required sprinkler systems shall initiate the fire alarm system (Consult a fire protection engineer).
15. A fire evacuation plan shall be posted on each level used for day care. The plan shall detail all exits from all spaces within the center.
16. A fire safety log shall be maintained listing fire drills, tests and servicing of equipment, and all Fire Department correspondence.

**For More Information, Contact the  
PGFD/EMS Office of the Fire Marshal  
at 301-583-1830.**

# **REQUIREMENT FOR CHILD CARE CENTERS AND LETTER OF COMPLIANCES**

**The Office of Child Care requires that all programs operated by a Corporation or Limited Liability Corporation to submit a certificate of status from the State of Maryland Department of Assessment and Taxation.**

**The operator must obtain and submit to Office of Child Care a Certificate of Good Standing for this entity.**

**To inquire about the status of Certificate Contact:  
State of Maryland Department of Assessment and Taxation  
301 West Preston Street  
Baltimore, MD 21201  
410-767-1330 or 1-888-246-5941**

**Note: If your center is not operated by a Corporation or Limited Liability Corporation.**

**Please disregard this notice.**

**Thank you.**

**Revised 7/25/14**

## FINGERPRINTING AGENCIES

**All Criminal Background Checks (CBC's) fingerprints must be submitted electronically to Maryland Criminal Justice Information System (CJIS). For additional information please call the CJIS Customer Call Center at 410-764-4501. Criminal Background Checks (CBC) must be conducted for all new initial applicants, new residents or staff members, individuals who are now residents 18 years old or older and any paid child care center employees 14 years of age or older. CJIS will send you the applicant/provider or employee, employer and the OCC the fingerprint results. Be sure to include MSDE/Office of Child Care, Region 4, Prince George's County Authorization number is #1100000042. If there are any questions, you may contact the office at (301) 333-6940.**

### Live Scan Agencies

Agency	Days/Times	Cost
<b>HBI</b> <b>9315 Largo Drive West Suite 210</b> <b>Largo, Maryland 20774</b> <b>301-333-1728</b>	<b>Call for information</b>	<b>Yes</b>
<b>American Identity Solutions</b> <b>4061 Powder Mill Road</b> <b>Suite 700</b> <b>Calverton Maryland 20705</b> <b>301-273-2011</b>	<b>Call for information</b>	<b>Yes</b>
<b>Worldwide Livescan</b> <b>7201 Old Alexander Ferry Road</b> <b>Suite #1A</b> <b>Clinton, Maryland 20735</b>	<b>Call for information</b>	<b>Yes</b>
<b>Maryland Livescan Inc.</b> <b>The Empire Towers Building</b> <b>7310 Richie Highway #610</b> <b>Glen Burnie, Maryland 21061</b> <b>410-761-6700</b>	<b>Call for information</b>	<b>Yes</b>
<b>Cogent Fingerprinting Services</b> <b>4300 Forbes Boulevard</b> <b>Suite 220</b> <b>Lanham, Maryland 20706</b> <b>301-702-7200</b>	<b>Call for information</b>	<b>Yes</b>
<b>Apex Investigative Services</b> <b>1916 Crain Highway S.</b> <b>Suite 11</b> <b>Glen Burnie, Maryland</b> <b>410-590-3700</b>	<b>Call for information</b>	<b>Yes</b>
<b>Prevent First</b> <b>3710 Riviera Street</b> <b>Suite 1A</b> <b>Temple Hills, Maryland 20748</b> <b>301-423-5414</b>	<b>Call for information</b>	<b>Yes</b>
<b>E. House Executive Security Professionals Inc</b> <b>4710 Auth Place</b> <b>Suite 420</b> <b>Suitland, Maryland 20746</b> <b>301-899-2828</b>	<b>Call for information</b>	<b>Yes</b>